

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Allied Health Manager
Department: Health
Revised : July 2009

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the Allied Health Director classification.

GENERAL DESCRIPTION

Highly responsible supervisory and administrative work over the Women, Infants, and Children (WIC) and Health Education Programs of the Public Health Department. The employee works primarily independently and receives supervision from the Public Health Director, who reviews work through periodic reports, program accomplishments, and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Administers and supervises the programs within the Allied Health Division of the Health Department which includes Women, Infants, and Children (WIC) Supplemental Nutrition Program, Rowan County Wellness Program, and Health Education Services including Childhood Obesity/Overweight Prevention/Control Program, Health Link, and Youth Tobacco Prevention and Cessation Program.

Acts as the Healthy Rowan! Program Coordinator and leads the Healthy Rowan! Task Force and community partners who represent area businesses and organizations. Develops, implements, and evaluates community-based health initiatives.

Makes recommendations for hire, fire, promotion, and other status changes for staff supervised that is given particular weight by the Public Health Director; evaluates performance and completes performance appraisals for staff supervised.

Counsels employees on performance matters; handles routine grievances; and recommends appropriate disciplinary action.

Promotes collaboration among Health Department staff and partnerships between Allied Health Services and other organizations to enhance individual and community health.

Prepares and distributes the annual State of the County Health Report that outlines the quality of life of Rowan County residents across six categories including health, crime, economy, social well-being, education, and civic participation.

Coordinates the County's strategic planning process to include identifying public health priorities, securing goals, objectives, strategies and activities from Health Department divisions; prepares periodic reports and presents reports to the Board of Health.

Leads the community in preparing the Rowan County Community Health Assessment which includes collecting and analyzing community health data and demographic information, selecting public health priorities, assisting community partners in creating action plans, and educating the community about the plan priorities and interventions.

Prepares grant proposals for funds from Federal, State, and non-profit sources and produces periodic reports to funding sources.

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Assists the Health Director in the development of the division budget; monitors expenditures and revenues to ensure compliance with approved budget.

Establishes Health Department internship opportunities for college students and oversees the program.

OTHER JOB FUNCTIONS

Prepares and administers contracts for delivery of health and family support services.

Designs and conducts Health Department marketing campaigns through paid media, website design, and community and state level presentations.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of public health policies and programs.

Ability to manage and organize community members in preparing and implementing community health initiatives.

Ability to compile and analyze data and make appropriate recommendations based upon results obtained.

Ability to evaluate and supervise the work of subordinates.

Ability to effectively communicate, orally and in writing.

Ability to establish and maintain effective working relationships with various publics, county officials, and subordinates.

PHYSICAL REQUIREMENTS

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Health Education, Public Health, Public Administration, or related field and five years of administrative or supervisory experience including three years in a public or mental health program. Master's degree preferred. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**